



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, October 20, 2020 (2:00 p.m. – 4:00 p.m.)

(^aMaterials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://cccconfer.zoom.us/j/91439952619>

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: 2:00 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input checked="" type="checkbox"/> Herbert English
			<input checked="" type="checkbox"/> Pattie Alaimalo
			<input checked="" type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Mitch Rosin	<input checked="" type="checkbox"/> Jackie Diaz

1. ^aApproval of Minutes – September 15, 2020

Motion to approve by J. Youskievicz; 2nd by S. Godfrey

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Consortium Director’s Report

4.1 a. CAEP Deadlines – Upcoming

October 2020

Oct. 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct. 31: Student data due in TOPSPro (Q1)

December 2020

Dec. 1: July 1, 2029 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec. 1: 18/19,19/20, & 20/21 member expense report due in NOVA (Q1)

Dec. 31: 18/19, 19/20 & 20/21 M3mber Expense Report certified by Consortia in NOVA (Q1)

De. 31: End of Q2

January 2021

Jan. 31: Student Data due in TOPSPro (Q2)

- 4.2 a. CAEP Guidance
- CAEP: Data Submission Guidelines
- 4.3 Consortium Director Updates: E. Rivera shared the BACAE Working Group met on October 8 and had 13 in attendance. M. Rosin presented “Pedagogy vs. Andragogy” and per the group’s request will be presenting on “Heutagogy at the next working group session. District Members have requested a change in the marketing mailer to focus only on HSD and GED. A discussion was held regarding a need to have a consortium-wide text messaging system, as this method is what adult students respond to more often.
- 4.4 Member Program Update: BAS – S. Godfrey reported their current enrolled is 124 HSD and 50 students in the GED Prep classes. The enrollment is steady and currently have 5 students on the waitlist due transcripts not yet received. BAS plans to do student of the month based on completed unites/hours completed per month and will provide incentives to include gift cards and school packs. All BAS staff and lead have student support time via Zoom every school night. This gives students the opportunity to drop-in if they have questions or need assistance. Staff found the BACAE working group session valuable. Staff trainings has been scheduled to include the GED test administration.
- 4.5 Member Program Update: BCC – E. Rivera shared the transitional counselors have created the first BACCAE newsletter in English and Spanish and will be posted on the BACAE website and emailed to District Members to send out to their students. Bilingual counselor has completed the BCC Video Tutorials in Spanish for students to apply, enroll, and register for ESL and other classes on their own. An ESL campaign on the local Spanish radio station continue to air and are still receiving calls from new student prospects. There are still no immediate plans for classes at Ft. Irwin due the pandemic and the military regulations. Starting on Monday, October 19, BCC math instructors will now be able to refer students in the non-credit Math 192-193 courses to participate in tutoring using Aztec Software which is web-based and self-guided.
- 4.6 Member Program Update: BVUSD - None
- 4.7 Member Program Update: SVUSD – B. Scott reported the enrollment is steadily increasing and currently have 62 students enrolled. They continue to engage students via “Zoom Office Hours” to provide supportive services and develop relationships to help retention and stay connected. B. Scott attended the Facebook Roundup at Ft. Irwin to promote Silver Valley Adult School.
- 4.8 BCC Fiscal Agent Report – P. Alaimalo reported all Member Districts have cashed all outstanding warrants. November invoices have been submitted for approval and will be processed next week.
- 4.9 Marketing & Social Media Update: Phoenix Design
- ~It was noted that the social media engagement by male students continues to be low. It was recommended to seek marketing material to promote CTE opportunities for male students.

5. Discussion Items

5.1 BACAE Website and District Member Promotions

~ Board recommended for consortium-wide videos to be created & posted on website and petition for the City of Barstow to run on the local TV channel 6.

6. Action Items

6.1 None

7. Announcements

7.1 Upcoming Conferences

- CAEP Summit – **Virtual** **October 26-29, 2020**

7.3 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

2020	2021
November 17, 2020	January 19, 2021
December 15, 2020	February 16, 2021
	March 16, 2021
	April 20, 2021
	May 18, 2021
	June 15, 2021

8. Adjournment:

- Motion by J. Youskievicz; 2nd by B. Scott at 2:55 p.m.